



Secretary

Job Code: 0117

Originated: 02/03

Revised: 05/06

HR Ordinance Status: Classified

Salary Grade: 1200

EEO Code: 25

FLSA: Non-exempt

Supervisory: No

Competencies Required:

CLASS SUMMARY

The fundamental reason the Secretary position exists is to perform a variety of administrative support tasks for one or more City programs. This classification has the responsibility for average-to-difficult assignments requiring general clerical skills.

DISTINGUISHING CHARACTERISTICS

A Secretary may work alone for one major program or as part of a team that handles a number of administrative functions or programs. The Secretary is distinguished from the Support Specialist by performing average to difficult assignments and the level of independent judgment exercised over routine assignments. It is differentiated from the Administrative Secretary by the degree of independence in decision making affecting programs or operations, level of projects assigned and the complexity in the series of tasks performed.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned functional area within a department(s) which may include, but are not limited to, any combination of the following tasks:

- Answers varied inquiries, over the phone or in person, explaining policies and procedures and resolving routine questions or problems independently.
- Prepares a wide variety of routine correspondence including: letters, reports, memos, statistical charts and other materials related to assigned responsibilities.
- Acts as receptionist, greeting visitors, responding to telephone inquiries and directs inquiries to appropriate staff.
- Opens, sorts and distributes incoming mail.
- Reproduces documents/materials on copy equipment and shreds materials as needed.
- Operates a keyboard to enter data or information into personal computer (PC) to produce support materials used for publication or distribution in a timely manner.
- Creates and maintains complex records, databases and integrated filing systems which may involve confidential matters.
- Sorts, indexes and files materials numerically, alphabetically, or by some other predetermined classification according to established procedures.
- Assembles and reviews files or records, updates materials, prepares material for action and makes final distribution of records, files or information.
- Retrieves/tracks files or information for manual and/or automated computer files.
- Visually verifies and reviews materials for completeness and accuracy.

- Proofreads and edits documents.
- Schedules meetings, conference room bookings, maintains various electronic calendars and prepares reference materials.
- Performs physical inventories of office supplies to determine level or amount for reorder; orders and maintains office supplies.
- Attends meetings, takes minutes and transcribes as necessary, or acts as Secretary to a Board or Commission.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Proper business English, spelling, grammar and arithmetic.

Modern office practices and procedures and equipment operation.

PC software applications necessary to perform work including MS Office software, Word, Excel, PowerPoint and Access.

Ability to:

Prepare original correspondence with clearly organized thoughts using proper sentence construction, grammar and punctuation.

Make numerical computations including adding, subtracting, multiplication and division.

Comprehend and make inferences from written material and verbal and/or written instructions.

Operate a variety of standard office equipment including a personal computer (PC), terminal, telephone, and calculator, 10 key, photocopy and fax machines.

Comprehend and make inferences from written materials.

Maintain hard copy and computer files and filing systems.

Establish and maintain effective working relationships with co-workers, supervisors and the general public.

Education and Experience

Requires graduation from high school or a GED and any combination of training, education and experience equivalent to two years responsible clerical/secretarial work, including receptionist work. The skill to operate a PC and use word processing software is also required.

Licensing and Other Requirements

Must possess and maintain a valid Arizona driver's license with no major driving citations within the past 39 months.

Must be able to type/key 45 wpm net on a daily routine basis.

SUPERVISION RECEIVED AND EXERCISED

The Secretary position does not supervise. Work is performed under general supervision by various management levels citywide.

WORK ENVIRONMENT/PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Operates a variety of standard office equipment, which requires continuous and repetitive arm, hand and eye movements.
- Remain in a sitting position for extended periods of time.
- Move light objects weighing less than 20 pounds, such as mail, supplies and files, short distances.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.